



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



## ***Search and Order of DLA Disposition Services Excess Property***

***DLA Disposition Services website:  
<https://business.dla.mil>***



# RTD Registration

- Open Internet Explorer browser and type <https://business.dla.mil> in your browser address line
- Click on Disposition Services Tab. Click on RTD. The RTD application screen will display in a new window.
- When a customer clicks on the Disposition Services RTD link from the DLA Web Portal, they will be prompted to enter their DoDAAC or register.

## Registration Requirements:

DLA non-Disposition Services employees – AMPS as a Screener or Accountable Supply Officer (ASO). No RTD web Registration required.

DoD Customers with Common Access Card (CAC) on a .mil server - *AMPS registration Plus RTD Web registration.*

- DOD non-CAC Customers

- Transfer and Donation Customers



*User ID + Password  
from RTD Web*

Visit our website at <https://business.dla.mil> to search our world wide inventory



# Registration Form - DoD

- DOD customers will register as SCREENERS or ACCOUNTABLE SUPPLY OFFICERS
- A SCREENER'S ASO MUST ALSO BE REGISTERED TO APPROVE REQUESTS

Home | About Us | Public Affairs | Publications | FAQs | FOIA

## Reutilization / Transfer / Donation (RTD) Customer Registration Page

### User Information

Title:

\* First Name:

\* Last Name:

\* Organization Name:

\* Work Address Line 1:

Work Address Line 2:

\* Work Address City:

\* Work Address State:

\* Work Address Zip:

Country:

\* Work Phone:

Work Ext:

Work Fax:

\* Work Email:

Customer Type:

Do you have a Common Access Card?

Do you have a Security Certificate?

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

Customer Service: 1-269-961-4999 or DSN 661-4999 Email: [j6bithelpdesk@dla.mil](mailto:j6bithelpdesk@dla.mil)

**DOD options are:**

- 1.Screener**
- 2.Accountable Supply Officer**

**The Battle Creek RTD  
office will review all  
registration forms**

**Once approved, you may  
begin screening , but  
before starting you will be  
provided additional behind  
the screens information.**



# Registration Form - DoD

DOD customers requests will be reviewed by Battle Creek RTD Office personnel

## Reutilization / Transfer / Donation (RTD)

### Pending Approvals

☒ Show reminder

#### Pending Users

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
DOD	DOD ASO	(null)	(null)	6/6/2012 10:23:32 AM	Approve	Deny	Show/Add
DOD	DOD ASO	(null)	(null)	6/6/2012 10:23:15 AM	Approve	Deny	Show/Add
DOD	DOD ASO	(null)	(null)	6/8/2012 2:17:44 PM	Approve	Deny	Show/Add
DOD	DOD ASO	(null)	(null)	6/8/2012 2:17:54 PM	Approve	Deny	Show/Add

Customer  
DoDAACs  
are  
Listed  
here

Details  
on the list above)

## Reutilization / Transfer / Donation (RTD)

### Pending Approvals

☒ Show reminder

#### Pending Users

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
DOD	DOD ASO	(null)	(null)	6/6/2012 10:23:32 AM	Approve	Deny	Show/Add
DOD	DOD ASO	(null)	(null)	6/6/2012 10:23:15 AM	Approve	Deny	Show/Add
DOD	DOD ASO	(null)	(null)	6/8/2012 2:17:44 PM	Approve	Deny	Show/Add
DOD	DOD ASO	(null)	(null)	6/8/2012 2:17:54 PM	Approve	Deny	Show/Add

#### COMMENTS

Customer  
DoDAACs  
are  
Listed  
here

DoDAAC

Item Details

APPROVAL_LEVEL	
EDIT_USERS	
TITLE	
FIRST_NAME	Peter
LAST_NAME	Beronja
ADDRESS1	74 Washington Ave N
ADDRESS2	
CITY	Battle Creek
STATE	MI
ZIP	49017
PHONE	2699614797
PHONE_EXTENSION	
FAX	
FAX_EXTENSION	
EMAIL	Peter.Beronja@dia.mil
DATE_ADDED	1/14/2012 9:32:56 AM
LAST_UPDATE_DATE	6/8/2012 2:17:54 PM
LAST_LOGIN	1/14/2012 9:32:56 AM
DODAAC	
REUT_STATUS	
OPT_OUT	N
COUNTRY	
COMPANYNAME	dia disposition services
Action	<input type="button" value="Approve"/>
Deny	<input type="button" value="Deny"/>

**The Battle Creek RTD  
office will review all  
registration forms**

**Don't forget to include  
your DoDAAC when  
registering!**





# Main Screen

**MAIN SCREEN: THIS IS WHAT THE CUSTOMER WILL SEE AFTER LOGGING ON. MESSAGES, ROTATING PHOTOS, REQUISITION STATUS, PREVIOUSLY VIEWED ITEMS**

RTD Home

Civil Air Patrol

Computers For Learning

DOD

DOD Contractor

Fighter

Federal/State Screener

Foreign Military Sales

Humanitarian Assistance Program

Law Enforcement Support Office

Military Affiliate Radio System

ROTC

Service Museums

Southwest Asia Veterans Affairs

Property

Les

y

ole

Roles

Reutilization / Transfer / Donation (RTD)

RTD Main

Previous Searches: 1|2|3|4|5|6|7|8|9|10

Reutilization, Transfer, Donation Home

Announcements

Title	Description
FURNITURE Due In	DLA Disposition Services Meade is expecting the turn in of DORM furniture. Customers must pickup the items. Please contact the site directly at xxxxx@dlm.mil if your agency is in need of DORM furniture. Property must be ordered through the MILSTRIP process.


Announcements can be added by the Battle Creek RTD staff on behalf of the RTD/DSR field staff.

History of Orders and previously viewed items are visible

Requisition Status

DTID	Requisition Number	Requisition Date	Item Name	Quantity	Current Action	Last Updated	
<a href="#">SX129301650001Z</a>	TBAA4N2019CFFF	01/19/12 10:02:27	CHASSIS,TRUCK	1	Request sent to EBS	01/19/12 10:02:29	<a href="#">Can</a>
<a href="#">FB302903339863</a>	H9FD0120190788	01/19/12 07:51:45	ARMOIRE	4	Request submitted	01/19/12 07:51:45	<a href="#">Can</a>
<a href="#">C00V6R10350010</a>	H9FD0120190787	01/19/12 07:51:45	ARMOIRE	2	Request submitted	01/19/12 07:51:45	<a href="#">Can</a>
<a href="#">FB55180266VM01</a>	H9FD0120190786	01/19/12 07:47:32	AUTOMOBILE SEDAN	1	Request submitted	01/19/12	<a href="#">Get</a>

Previously Viewed Items



Cycle: [DOD](#)

Condition: [A](#)

Item Name: PITOT-STATIC TUBE

Days Left in Cycle:

Site: [SPARTA](#)

NSN: 6610009014521

Quantity: 1

Orig. Acq. Price: 3192.27

DTID: [SXH4659154R891](#)

**You will see your category only. You will not see the other customer groups**

WARFIGHTER SUPPORT ENHANCEMENT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT

5

5



# Main Screen

## MESSAGES ARE INPUT BY BATTLE CREEK RTD STAFF

**Reutilization / Transfer / Donation (RTD) Announcements**

**Announcements**

\* Starting Date: 01/19/12 00:00

\* Ending Date: 01/21/12 23:59

\* Title: FURNITURE Due In

\* Description: (2000 characters max) DLA Disposition Services Meade is expecting the turn in of DORM furniture. Customers must pickup the items. Please contact the site directly at xxxxx@dla.mil if your agency is in need of DORM furniture. Property must be ordered through the MILSTRIP process.

☒ Active

\* Systems: ☒ CAP ☒ CFL ☒ DOD ☒ FF ☒ FMS ☒ LESO

**Messages can be tailored to the customer group in some cases.**

**Unexpired Announcements**

	Title	Description	Starting Date	End Date	Systems	Active
<input type="button" value="Select"/> <input type="button" value="Delete"/>	HMMWVs Due In	DLA Disposition Services Meade is expecting the t...	01/19/12 00:00	01/21/12 23:59	CAP,CFL,DOD,FF,FMS,LESO	YES

**Expired Announcements**

	Title	Description	Starting Date	End Date	Systems	Active
<input type="button" value="Select"/> <input type="button" value="Delete"/>	HMMWVS Available	HMMWVs under NSN 2320-01-107-7155 will have 500 li...	01/06/12 00:00	01/13/12 23:59	DOD,FF,FMS,LESO	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Testing Announcements	Testing to see if announcement disappears after 1-...	01/17/12 00:00	01/17/12 23:59	CAP,CFL,DOD,FF,FMS,LESO	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha' Test for 'CFL' user ro...	11-22-11 This is to test if the 'CFL' user role is...	11/23/11 00:00	11/25/11 23:59	CFL	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha' test of 'DOD' user rol...	This is test if 'DOD' user is the only one with vi...	11/24/11 00:00	11/25/11 23:59	DOD	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha's test of 'FF' user rol...	This is to test if the user role 'FF' is the only ...	11/25/11 00:00	11/26/11 23:59	FF	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Alisha's test of 'FMS' user ro...	This is to test that the 'FMS' is the only user ro...	11/26/11 00:00	11/27/11 23:59	FMS	YES
<input type="button" value="Select"/> <input type="button" value="Delete"/>	11-22-11 'LESO' user role test...	This is to test the 'LESO' user role; ensure they ...	11/27/11 00:00	11/28/11 23:59	LESO	YES



# Screening for Items

AFTER THE CUSTOMER REGISTERS (ROLES DETERMINED) – SCREENING AND ORDERING BEGINS

**Reutilization / Transfer / Donation (RTD)**  
**DOD Search**

**DOD Search**

Search Clear Search Criteria

\* Required Field

\* DoDAAC: W56LS9

Sort By: Item Name

Sort By Direction: Ascending

Up to 70,000 NIINs or NSNs:

(If NSN is entered, the NIIN will be extracted from the NSN.)

Up to 70,000 NIINs or NSNs / LSNs File Upload: Browse...

(.txt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN / LSN.)

Federal Supply Classes (FSC): 2320

(2 digit FSGs or 4 digit FSCs separated by a space)

Up to 16 Federal Supply Classes (FSC):

(Hold down CTRL or Shift to select multiple FSCs)

(Only 16 FSCs will be used in the search)

1005 - Guns, through 30 mm  
1010 - Guns, over 30 mm up to 75 mm  
1015 - Guns, 75 mm through 125 mm  
1020 - Guns, over 125 mm through 150 mm  
1025 - Guns, over 150 mm through 200 mm  
1030 - Guns, over 200 mm through 300 mm  
1035 - Guns, over 300 mm  
1040 - Chemical Weapons and Equipment  
1045 - Launchers, Torpedo and Depth Charge  
1055 - Launchers, Rocket and Pyrotechnic

Pause < Prev Next

**Top half of screen**



# Screening, con't

Item Name:

☐ Smart Word Search ☐ Includes ☐ Equals ☐ Starts With

☐ APD entered information

Up to 20 DTID Numbers:

**RTD Screening Cycle:** ☒ DOD ☒ DONATION ☒ EXP DOD ☒ EXP FCA DON ☒ FEPD ☒ FEFP ☒ GSA ☒ RTDZ

**Date Entered Inventory:**  (mm/dd/yy)

**Supply Condition Code:** ☒ A ☒ B ☒ C ☒ D ☒ E ☒ F ☒ G ☒ H

**Search by Location:**  
(Hold down the CTRL or Shift key to select multiple items from the list.)

- DEMAN Anniston
- DLA DS 29 Palms
- DLA DS Aberdeen
- DLA DS Alpha
- DLA DS Anaconda
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok

**Miles from DoDAAC location:**

**Zip Code:**   
(Enter Zip Code and Miles to search from the Zip location.)

Can screen up to 20 DTIDs

Customers should only see what they are authorized to order.

Regulatory Controlled Property Rules and DoDAAC Validation Rules are applied. Some items, especially LSNs, will not be systemically blocked from unauthorized customers. Prior to release of property, field employees must verify characteristics about the property that could prevent it from being released to an unauthorized customer.

Bottom half of screen





# Results of Screening

Want List - [Schedule](#) this search to notify you when property enters the Disposition Services/Site inventory.

## Search Results

Download all 73466 inventory items in Excel [2003](#) or [2008](#) format.

Sort By: [Item Name](#) Order: [Ascending](#) [Sort](#)

No Info  
Available

Cycle: [DOD](#)  
Quantity Available: 25  
Condition: [A](#)  
Item Name: "CABLE ASSEMBLY,RADI"  
DTID: [EZ13560208CN02](#)  
MSDS: [\[Link\]](#)

Days Left in Cycle:  
Integrity Code:  
Site: [\[Link\]](#)  
NSN: [\[Link\]](#)  
DEMIL: [\[Link\]](#)

**"Containers" will provide a listing of DTIDS. Customers may order the entire container or items from a container.**

No Info  
Available

Cycle: [DOD](#)  
Quantity Available: 25  
Condition: [A](#)  
Item Name: "CABLE ASSEMBLY,RADI"  
DTID: [EZ13561209CN01](#)  
MSDS: [\[Link\]](#)

Days Left in Cycle:  
Integrity Code:  
Site: [DLA DS SPARTA](#)  
NSN: [5995001493964](#)  
DEMIL: [A](#)

**(DTIDs will be clickable)**

Orig. Acq. Price: [N/A](#)  
Miles from Zip: [301](#)  
Date Entered Inv.: [7/28/2011 12:00:00 AM](#)

No Info  
Available

Cycle: [DOD](#)  
Quantity Available: 25  
Condition: [A](#)  
Item Name: "CABLE ASSEMBLY,RADI"  
DTID: [EZ13561209CN02](#)  
MSDS: [\[Link\]](#)

Days Left in Cycle:  
Integrity Code:  
Site: [DLA DS SPARTA](#)  
NSN: [5995001493964](#)  
DEMIL: [A](#)

Haz.: [M](#)  
Container ID:  
Orig. Acq. Price: [N/A](#)  
Miles from Zip: [301](#)

**Container DTIDs start with 'EZ' and the Serial # starts with 'CN'**

No Info  
Available

Cycle: [DOD](#)  
Quantity Available: 25  
Condition: [A](#)  
Item Name: "CABLE ASSEMBLY,RADI"  
DTID: [L001590208CN02](#)  
MSDS: [\[Link\]](#)

Days Left in Cycle:  
Integrity Code:  
Site: [DLA DS SPARTA](#)  
NSN: [5995001493964](#)  
DEMIL: [A](#)

Haz.: [M](#)  
Container ID:  
Orig. Acq. Price: [N/A](#)  
Miles from Zip: [301](#)  
Date Entered Inv.: [7/28/2011 12:00:00 AM](#)

No Info  
Available

Cycle: [DOD](#)  
Quantity Available: 25  
Condition: [A](#)  
Item Name: "CABLE ASSEMBLY,RADI"  
DTID: [N400251209CN01](#)  
MSDS: [\[Link\]](#)

Days Left in Cycle:  
Integrity Code:  
Site: [DLA DS SPARTA](#)  
NSN: [5995001493964](#)  
DEMIL: [A](#)



# Results of Screening, con't

Customers may place items in a shopping cart, view similar items, or ask a question.

Photos and all data underlined are clickable and provide additional information.

Note: Condition codes are single character.

Sort capability is new!

## DOD Shopping Cart [Check Out]

### Search Criteria

DoDAAC: W56LS9  
FSC(s): 2320  
Screening Cycle(s): DOD, DONATION, EXP DOD, EXP FCA DON, FEPP, GSA, RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Sort By: ITEM NAME

Want List - [Schedule](#) this search to notify you when property enters the Disposition Services/Site inventory

### Search Results

Download all 2070 inventory items in Excel [2003](#) or [2008](#) format.

Sort By: Item Name Order: Ascending [Sort](#)



Cycle: DOD  
Quantity Available: 1  
Condition: H  
Item Name: CHASSIS,TRUCK  
DTID: SX129301650001Z

Days Left in Cycle:  
Integrity Code:  
Site: DLADS SPARTA  
NSN: 2320012300289  
DEMIL: Q

Haz.:  
Container ID:  
Orig. Acq. Price: N/A  
Miles from Zip: 301  
Date Entered Inv.: 6/14/2010 12:00:00 AM



[View Similar Items](#)

No Info Available

Cycle: DOD  
Quantity Available: 1  
Condition: H  
Item Name: CHASSIS,TRUCK  
DTID: W80DRZ11330101

Days Left in Cycle:  
Integrity Code:  
Site: DLADS TUCSON  
NSN: 2320012300288  
DEMIL: A

Haz.:  
Container ID:  
Orig. Acq. Price: N/A  
Miles from Zip: 1569  
Date Entered Inv.: 5/19/2011 12:00:00 AM



No Info Available

Cycle: FEPP  
Quantity Available: 1  
Condition: B  
Item Name: CHASSIS,TRUCK  
DTID: WT5JZF1054B001

Days Left in Cycle:  
Integrity Code: 6  
Site: DLADS SAGAMI  
NSN: 2320000510586  
DEMIL: Q

Haz.:  
Container ID:  
Orig. Acq. Price: N/A  
Miles from Zip:  
Date Entered Inv.: 7/5/2011 12:00:00 AM



Cycle: DOD

Days Left in Cycle:

Haz.:



# Results of Screening, con't

## Reutilization / Transfer / Donation (RTD)

### Ask Question About Additional Property Data

#### Ask Question

#### Inventory Information

Cycle: DOD

Days Left in Cycle:

Haz.:

Quantity Available: 1

Integrity Code:

Container ID:

Condition: HSite: DLA DS SPARTAOriginal Price: N/AItem Name: CHASSIS,TRUCKNSN: 2320012300289Date Entered Inv.: 06/14/10DTID: SX129301650001ZDEMIL: Q

Question: What condition is this item? The CC shows H but the photo is 'A'

[Submit Question](#)[Return to Previous Page](#)

When you (the customer) ask a question:

**QUESTIONS GO TO AN ADDITIONAL PROPERTY DATA TABLE. THE DLA DISPOSITION SERVICES FIELD SITE USERS WILL GET AN EMAIL STATING A QUESTION IS POSTED AND AWAITING THEIR RESPONSE.**

**WHEN THE SITE ANSWERS THE QUESTION, THEN YOU, THE CUSTOMER, WILL GET AN EMAIL.**

**YOU, THE CUSTOMER, WILL LOGON TO THE RTD WEB SITE TO SEE THE ANSWER.**



# Order Items

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## Reutilization / Transfer / Donation (RTD) DOD Search Results

[Return to Search](#) Previous Searches: [1](#) | [2](#)

---

### DOD Shopping Cart [\[Check Out\]](#)

---

#### Search Criteria

NIINs: 011077155  
DoDAAC: W58R69  
Screening Cycle(s): DOD, DONATION, FEPP, GSA, RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Site(s): SQA  
Sort By: CONDITION CODE

[Want List](#) - [Schedule](#) this search to notify you when property enters the Disposition

## Customer clicks on the Shopping Cart

#### Search Results

No Info Available

Sort By: Condition Code    Order: Ascending    [Sort](#)

Cycle: FEPP

Quantity Available: 10

Condition: D

Item Name: TRUCK, UTILITY

DTID: FB44192320NH01

Days Left in Cycle:

Integrity Code:

Site: DLA DS MOLESWORTH

NSN: 2320011077155

DEMIL: C

Haz.:

Container ID:


Orig. Acq. Price: 0.01

Miles from Zip: 99999

Date Entered Inv.: 11/16/2011 12:00:00 AM

[Download all 1 inventory items in Excel \[2003\]\(#\) or \[2008\]\(#\) format.](#)

#### Previously Viewed Items



Cycle: FEPP

Condition: A

Item Name: SOCKS

DEMIL: A

Days Left in Cycle:

Site: MOLESWORTH

NSN: 8440000042536

Quantity: 100

Orig. Acq. Price: 1.82

DTID: FB52941155CB12



# Order Items, con't

Home | About Us | Public Affairs | Publications | FAQs | FOIA |

## Reutilization / Transfer / Donation (RTD)

### Add Item to Shopping Cart

---

DOD Shopping Cart [ Check Out ]

---

Add Item to DOD Shopping Cart

#### Inventory Information

No Info Available

Cycle: FEPP	Days Left in Cycle:	Haz.:
Quantity Available: 10	Integrity Code:	Container ID:
Condition: D	Site: DLA DS MOLESWORTH	Original Price: 0.01
Item Name: TRUCK, UTILITY	NSN: 2320011077155	Date Entered Inv.: 11/16/11
DTID: FB44192320NH01	DEMIL: C	

DoDAAC: W56R69

Quantity Requested:

Serial Number (4 characters):

Save To Cart

Return to Previous Page

The customer will enter the quantity and four character serial number  
Select: Save to Cart  
Customer can return to shop for more items





# Order Items, con't

## Reutilization / Transfer / Donation (RTD)

### DOD Search Results

Item added to cart. ←

[Return to Search](#)

### DOD Shopping Cart [Check Out]

DTID	Site	Serial No.	Quantity	Cycle	Day
FB44192320NH01	DLA DS MOLESWORTH	CF01	1	FEPP	

[Remove from cart](#)

### Search Criteria

NIINs: 011077155  
DoDAAC: W56R69  
Screening Cycle(s): DOD, DONATION, FEPP, GSA, RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Site(s): SQA  
Sort By: CONDITION CODE

Want List - [Schedule](#) this search to notify you when property enters the Disposition Services/Site inventory.

### Search Results

Sort By: Condition Code Order: Ascending Sort

Cycle: FEPP

Days Left in Cycle:

Haz.:

No Info Available

Quantity Available: 10

Integrity Code:

Container ID:

Condition: D

Site: DLA DS MOLESWORTH

Orig. Acq. Price: 0.01

Item Name: TRUCK, UTILITY

NSN: 2320011077155

Miles from Zip: 99999

DTID: FB44192320NH01

DEMIL: C

Date Entered Inv.: 11/16/2011 12:00:00 AM

Download all 1 inventory items in Excel [2003](#) or [2008](#) format.

### Previously Viewed Items

Cycle: FEPP

Days Left in Cycle:

Quantity: 100

Condition: A

Site: MOLESWORTH

Orig. Acq. Price: 1.82

Customer receives confirmation that item was added to cart.

The customer can continue to search for more items or check out.



# Order Items, con't

**DOD Shopping Cart**

No Info Available

\* Date (mm/dd/yy): 1335 \* Serial No (4 characters): \* Priority: 03 \* Signal Code: D \* Quantity: 1

Item Name: TRUCK,UTILITY NSN: 2320011077155 DTID: FB44192320NH01 Qty. Avail.: 10

Site: DLA DS MOLESWORTH Date Entered Inv.: 11/16/11 Orig. Acq. Price: 0.01 DEMIL: C Cycle: FEPP

Remove From Cart DoDAAC: W56R69

**ASO Information**

Requesters completing this form must have authorization from the Accountable Supply Officer (ASO). You may forward your request via email to your ASO for review and approval.

You may forward your request via email to your ASO for review and approval: David.neill@dlm.mil

**Misc Information**

M&S Code: S Fund Code: Document Identity: ☒ A0A ☐ A01 ☐ A0D

Supp Address: -- Select -- Project Code: Delivery Date:

**Influenced Your Decision**

\*What helped influence your decision to order from us?

- ☐ Want List Results Email
- ☒ Property Search on Web
- ☐ Customer Notification Email
- ☐ Visual Inspection at Site
- ☐ Rotating Photo on Web
- ☐ Other

If Other, explain:

☐ Walk-in Requisition (Customer is on site and wants to remove items the same day)

☒ Customer Pick-up

Submit Requisition Return

The MILSTRIP form is completed here. Date by calendar, PRI, Ship to DoDAAC, Signal Code D or M, etc. Route to Supply Officer if required

Walk-in Selection here. All walk-ins are electronic. The walk-in will not be honored if there is a pending order.

Instead of shipping items through the Transportation Management Office, the DOD customers have the option to pick up their items.

**Note: ASOs must also have an account set up.**

**When applicable, requests automatically become available to the next level for approval.**

**Once orders are approved, they route to HOLDING AREA to determine which customer is awarded the item based upon the Priority of request and time of day submitted.**

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

